



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Albuquerque Area Indian Health Service
5300 Homestead Road, N.E.
Albuquerque, New Mexico 87110

DHR-00-90

DATE: December 29, 2000

TO: Office of the Area Director, AAIHS and NAIHS
Administrative Liaison, NP
Division Directors, AAIHS, NAIHS
Chief Executive Officers, AAIHS, NAIHS

FROM: Director, Division of Human Resources
Albuquerque Area Indian Health Service

SUBJECT: Division of Human Resources Staff Assignments

The Human Resources staff is committed to improving services to our customers. We have had long discussions about how this has been accomplished and what services still need improvement. Using the responses to the previous customer service surveys along with comments and suggestions received from employees, supervisors, union stewards and staff we have decided to implement the following changes in work assignments.

Labor/Employee Relations Section:

Vince Lujan, Labor/Employee Relations Officer, will be responsible for this entire program. Specifically, this means that Mr. Lujan will oversee and handle all employee relations (conduct / performance / grievance) cases and labor management issues (negotiations for contracts / Impact & Implementation / grievances) working with supervisors, managers and union stewards and officials as the case may be. Mr. Lujan will provide technical assistance to the Personnel Staff at the Zuni and Santa Fe Services Units. Mr. Lujan will serve as the primary contact for the Nashville Area Office and all components thereof.

In addition, Mr. Lujan will serve as coordinator for the Alternate Disputes Resolution (ADR) program.

Ernestine Overfield, Employee Relations Specialist, may be contacted directly for assistance on performance, conduct issues, and grievances from Nashville Area Office (includes Unity RTC), Mescalero Service Unit, Jicarilla Service Unit, and Southern Colorado Ute Service Unit. Ms. Overfield will also be working with Mr. Lujan and handling cases as determined by Mr. Lujan.

Sue Duran, Supervisory Personnel Management Specialist, may be contacted directly for assistance on performance, conduct issues, and grievances from the Santa Fe Service Unit and all Health Centers there in.

Cindy Tsalate, Personnel Management Specialist, may be contacted directly for assistance on performance, conduct issues, and grievances from the Zuni Service Unit.

Mary Tanequoot, IHS Field Support Staff, may be contacted directly for assistance with performance and conduct issues from the 3 National Programs.

Connie Pecos, Employee Relations Assistant, will be working with Mr. Lujan to assure all employee benefit (retirement / TSP / FEHB / FEGLI open season coordination / processing of civilian awards / union dues, ES-931's / EAP coordination) issues are addressed.

Janet Sandia, Personnel Assistant, will be working with Mr. Lujan to assure employee payroll and leave errors are corrected in a timely manner as well as processing OWCP claims, leave donation, Outside Work Activities and ITAS and timekeeper training for all locations except as follows: Ann Sanchez will be providing these services at the Santa Fe Service Unit. Cordy Coeeyate will be providing these services, with the exception of the payroll and leave errors for the Zuni Service Unit.

Classification Section:

Classification, position management, organizational structure, and wage survey activities will be handled as follows:

Santa Fe Service Unit

Sue Duran, for positions from GS-12 to GS-15 and WG equivalents

Charlotte Yazza-Bain, for positions from GS-1 to GS-11 and WG equivalents

Zuni Service Unit

Cindy Tsalate, for positions from GS-1 to GS-15 and WG equivalents

Nashville Area Office

Mike Ginn, for positions up to GS-11 and WG equivalents

Edna Emmett, for positions from GS-12 to GS-15 and WG equivalents

Cherokee Service Unit

Angie Carrillo, for positions up to GS-9 and WG equivalents

Edna Emmett, for positions from GS-10 to GS-15 and WG equivalents

3 National Programs

Mary Tanequoot, for all positions

For all other locations

Brant LaRoche, PCN coordination and classification for positions GS-1 to GS-5 and WG equivalents

Eileen Chavez, for positions GS-6 to GS-9 and WG equivalents

Edna Emmett, for positions GS-10 to GS-15 and WG equivalents

Staffing Section:

The following individuals perform staffing duties such as recruitment, placement, and authorization of internal or non-competitive actions:

AAO / 3NP / JSU / MSU assigned to Laverne Lucero, GS-8 to GS-15 and WG equivalents
Elsie Barber, GS-1 to GS-7 and WG equivalents

ASU / ACLSU assigned to Edwina Yahnozha, GS-8 to GS-15 and WG equivalents
Shirley Toribio, GS-1 to GS-7 and WG equivalents

NAO assigned to Mike Ginn, GS-1 to GS-11 and WG equivalents, with technical support from Pat Tomhave-Dodge and staffing for positions at GS-12 to GS-15 and WG equivalents

CSU assigned to Angie Carrillo, GS-1 to GS-9 and WG equivalents, with technical support from Pat Tomhave-Dodge and staff for positions at GS-10 to GS-15 and WG equivalents

SFSU assigned to Charlotte Yazza-Bain, GS-9 to GS-15 and WG equivalents
Hazel Quintana, GS-1 to GS-8 and WG equivalents

ZSU assigned to Cindy Tsalate, GS-8 to GS-15 and WG equivalents
Cordy Coeeyate, GS-1 to GS-8 and WG equivalents.

SCUSU assigned to Pat Tomhave-Dodge

ASF / OC / DEU, Jason Begay is assigned the duty of maintaining and certifying lists of eligibles from the applicant supply file (ASF) generated by the open continuous (OC) announcements and the delegated examining unit (DEU). Within the next six months it is our goal to have ASF set up at Zuni, Santa Fe, Nashville Area Office and Cherokee Service Unit. Mr. Begay will retain technical oversight when these units become operational.

Technical Assistance for staffing issues for all of the above programs will be provided by Pat Tomhave-Dodge

Personnel Actions Processing / Files Maintenance Section:

Mary Yepa will serve as leader, working with Aggie Lujan and Erma Shiye, for processing of personnel actions for all locations except SFSU and ZSU. SFSU and ZSU will process their own personnel actions and will be expected to maintain official files.

Health Professional Recruitment / 437 Scholarship / CO Liaison Section:

Alvina Waseta with assistance from Shirley Toribio and Elsie Barber and Brant LaRoche will continue to provide this service for all of the Albuquerque and Nashville and 3NP offices. Byron Jasper will work with Ms. Waseta for Nashville Area, CO liaison activity, physician recruitment and loan repayment.

Celissa Stevens serves as nurse recruiter for Albuquerque Area locations and Judy Enyart serves as nurse recruiter for Nashville Area locations.

Systems Support / Background Checks / Training Reports Section:

Calvin James will continue providing systems support for all locations for software associated with personnel and pay functions. He will also continue to be the focal point for tracking background investigations and collections of information regarding training expenditures.

Mr. James is coordinating the implementation of the ITAS and will be working with Molly Denson for the Nashville Area.

ID / DEERS / CO Leave Section:

Aggie Lujan provides these services for the Albuquerque Area Office and 3 National Programs.

Cindy Yahola takes care of the commission officer leave for the Nashville Area Office.

Please contact your local Administrative Officer to see who provides these services for your location.

EEO Contacts:

Nashville and Albuquerque and 3 National Programs all participate in the Regional EEO program with David Thompson serving as our Regional EEO Manager. Betty Pino has been assigned coordination duties for the Albuquerque and 3 National Programs. Susan McCracken is the EEO counselor for the Nashville Area.

If you need further information please feel free to contact me at (505) 248-4510.


Patricia Tomhave-Dodge

Division of Human Resources Directory

Name	Title	Location/Section	Telephone #
Patricia Tomhave-Dodge	Director, Division of Human Resources	Program Manager	(505) 248-4510 or 4512 Pager: (505) 530-3310
Lavern Lucero	Lead Staffing Specialist (Serves as #1 Acting)	Staffing Section	(505) 248-4510 or 4519
Alvina Waseta	HP Recruitment Specialist (Serves as #2 Acting)	HP Recruit. / 437 Scholarship / CO	(505) 248-4510 or 4513
Vince Lujan	Labor / ER Specialist (Serves as #3 Acting)	Labor / Employee Relations Section	(505) 248-4510 or 4516
Ernestine Overfield	Employee Relations Specialist	Labor / Employee Relations Section	(505) 248-4510 or 4515
Connie Pecos	Employee Relations Assistant	Labor / Employee Relations Section	(505) 248-4510 or 4507
Janet Sandia	Payroll Liaison/Personnel Asst.	Labor / Employee Relations Section	(505) 248-4510 or 4509
Edna Emmett	Classification Specialist	Classification Section	(505) 248-4510 or 4514
Eileen Chavez	Classification Specialist	Classification Section	(505) 248-4510 or 4506
Brant LaRoche	Personnel Clerk/Assistant	Classification Section	(505) 248-4510 or 4787
Edwina Yahnozha	Staffing Specialist	Staffing Section	(505) 248-4510 or 4518
Jason Begay	Staffing Specialist (ASF)	Staffing Section	(505) 248-4510 or 4517
Elsie Barber	Staffing Assistant	HP Recruit. / 437 Scholarship / CO	(505) 248-4510 or 4106
Shirley Toribio	Staffing Assistant	HP Recruit. / 437 Scholarship / CO	(505) 248-4510 or 4739
Cal James	Computer Specialist (Personnel)	Systems Support Section	(505) 248-4510 or 4524
Mary Yepa	Personnel Actions Clerk	Processing Section	(505) 248-4510 or 4508
Aggie Lujan	Personnel Actions Clerk	Processing Section	(505) 248-4510
Erma Shiye	Personnel Actions Clerk	Processing Section	(505) 248-4511
Sue Duran	Supervisory Personnel Management Specialist	Santa Fe Service Unit, DHR	(505) 988-9821 ext. 201
Charlotte Yazza-Bain	Classification Specialist	Santa Fe Service Unit, DHR	(505) 988-9821 ext. 238
Hazel Quintana	Staffing Assistant	Santa Fe Service Unit, DHR	(505) 988-9821 ext. 205
Anne Sanchez	Payroll Liaison	Santa Fe Service Unit, DHR	(505) 988-9821 ext. 208
(Vacant)	Personnel Actions Clerk	Santa Fe Service Unit, DHR	(505) 988-9821 ext.
Cindy Tsalate	Classification/Staffing Specialist	Zuni Service Unit, DHR	(505) 782-7515
Cordy Coeeyate	Staffing Assistant	Zuni Service Unit, DHR	(505) 782-7516
Mary Tanequoot	IHS Field Support Staff	3 National Programs	(505) 248-4238
Mike Ginn	Classification/Staffing Specialist	Nashville Area Office, DHR	(615) 736-2430
Angie Carrillo	Classification/Staffing Specialist	Nashville Area Office Cherokee Service Unit, DHR	(828) 497-9163 ext. 212